

MONTHLY SAFETY INSPECTION CHECKLIST (DDC)

For the month of: _____

Code Inspected: _____ Bldg: _____ Date: _____

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ACTION TAKEN/DATE
1. GENERAL/OFFICE/BREAKROOM/RESTROOM					
a. Proper lighting is provided and working.					
b. Aisles are free from obstructions.					
c. Furniture, office equipment is arranged to allow a minimum of 36" aisleways.					
d. Breakrooms are clean and sanitary with proper ventilation.					
e. Restrooms are clean and sanitary with proper ventilation.					
f. No electrical appliances are being used in restrooms.					
g. Urinals, washbowls free are from obstructions and in good repair.					
h. Drinking fountains are clean.					
i. Monthly Safety Meetings/Training (date completed) are being held. (attach copy of attendance list.)					
j. Housekeeping throughout the building is clean and orderly.					
2. FIRE SAFETY					
a. Fire Exits are accessible at all times. (Not blocked by materiel, during winter months free of ice and snow.)					
b. Personnel know the location of and proper use of fire reporting and fire fighting equipment.					
c. Fire extinguishers, fire doors, etc. are NOT blocked.					
d. Smoking is done only in approved areas and in a safe manner.					
e. Smoking areas are maintained and free of debris.					
3. WAREHOUSE AREAS					
a. Observed safe and proper use of equipment/material in work areas.					
b. Aisles/Floors are safe and free from obstructions/holes.					
c. Warehouses are properly lighted and working.					
d. Personal protective equipment being worn in the proper areas. (Eyeglasses, hearing protection, etc.)					
e. Loading docks, platforms, and dock locks in good working condition.					
f. Overhead doors are in proper working condition.					
g. Safety ladders are in good working condition.					
h. Material clears 36" surrounding electric panel boxes.					
i. Electric panel box doors are kept closed.					
j. Circuit breakers are being locked.					
k. Refuse receptacles are provided.					
l. Floors are free of oil, grease, and dirt.					
m. Machinery is free from unnecessary oil and grease drippings.					
n. Safety cans are being used for flammable liquids.					

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ACTION TAKEN/DATE
o. Material Data Safety Sheets are readily accessible for hazardous material.					
p. NFPA labels are attached to appropriate hazardous material containers.					
q. Hazardous chemicals are stored in approved hazardous material storage cabinets.					
r. All forklifts/trucks are in good condition.					
s. All operators are completing daily checks.					
t. All tools are properly stored on the forklift in a safe manner.					
u. The storage racks are in good condition and material stowed properly.					
v. Wheel chocks and jack stands are being used.					
w. Hazardous obstacles (poles, racks, etc.) are properly marked.					
x. Eye and ear hazard areas are properly marked with signs.					
4. BATTERY CHARGING AREA					
a. Battery charging areas are free of trash.					
b. Charging areas are properly lighted and working.					
c. Charging areas are properly ventilated and working.					
d. Absorbent material is present for fluid and leaks.					
e. Bicarbonate of Soda is provided for neutralization of electrolyte.					
f. Spark-arresting equipment is used.					
g. Portable eyewash containers are present and maintained monthly at 80psi.					
h. Permanent eyewash showers are being maintained monthly.					
i. Charger cables are whole and unbroken.					
j. Personal protective equipment for battery chargers is present and serviceable? Equipment: Full face shield. Chemical-resistant gloves and chemical-resistant aprons.					
5. PROPERTY DAMAGE					
Supervisor has checked for any damaged government property.					

ADDITIONAL COMMENTS: (Reference the corresponding number above.) (You must indicate corrective action taken, work request, Trouble Desk call, etc.)

Inspection completed by: (supervisor) _____

Inspection completed by: (safety monitor) _____

Reviewed by Division Chief: _____

Final review by Commanding Officer: _____